

Friday, September 26, 2008

TO: PHIP Steering Committee members

WHAT: Input preparation for the 2008 PHIP Report

We are beginning work on the 2008 PHIP report, which will be printed in January 2009. We need your help crafting the report content for our standing committees. Over the next few weeks, your committee coordinator will work to collect and prepare the following information for our PHIP Report contractor:

- o The primary focus of your committee's work plan during 2007-2008 (since the last PHIP report)
- o Your committee's most significant challenges and achievements during this period
- o Next Steps and other plans for 2008-10.

Please also send us any data, graphs, reports, links or other information you would like us to include in the report by COB on Monday, October 6, 2008.

We will use the above information to generate a draft narrative about your committee's work. You will have the opportunity to review all drafts and recommend edits.

Thank you, and please feel free to contact me or your committee's coordinator, if you have any questions.